



DISTRICT OF COLUMBIA COURTS POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 08-04-079E	OPENING DATE: 10-14-04	CLOSING DATE: 11-12-04	OPEN TO ALL CANDIDATES
POSITION: Librarian JS-945-12	TYPE OF APPOINTMENT: Career Service	SALARY: \$60,638 - \$78,826 DC Courts non-judicial employees receive federal retirement and benefits.	
DIVISION: Special Operations	LOCATION: 500 Indiana Ave., NW	TOUR OF DUTY: Full-time	

BRIEF DESCRIPTION OF DUTIES: The Librarian manages the main DC Superior Court library and court chambers' collections under the supervision of the Director of Special Operations. The responsibilities of the position include maintaining current library collections; supervising the use of computer-assisted research; analyzing research requests and providing sources; assessing collection needs and recommending acquisitions and legal research service contracts; processing acquisitions and assessing library budget; and supervising library inventory and control.

MINIMUM QUALIFICATIONS: A master's degree in Library Science or equivalent certification, plus four (4) years of experience as a librarian, including at least two (2) years managing a law library. Please submit a copy of your most recent performance evaluation with your application, if available.

SUPPLEMENTAL RANKING FACTORS: The following factors will be used to rate your qualifications for the position. Please describe experience, training or education that indicates your level of qualification for each factor. **Failure to respond to the ranking factors will disqualify you from further consideration.**

- 1. Ability to manage a library in a court, law firm, or government agency.**
- 2. Knowledge of and ability to conduct legal research**
- 3. Knowledge of and ability to utilize computer assisted legal research systems and the Internet.**
- 4. Effective oral communication skills in order to respond to legal research requests from Court management.**

SELECTION PROCESS: After review of applications and ranking factor responses, a structured oral interview will be required of the highest qualified candidates.

Submit Court Application and Ranking Factors to:
DC Courts, Human Resources Division, 515 5th St., NW, Room 213, Washington, DC 20001.
For further information call (202) 879-0496 FAX (202) 879-4212 visit us on the web www.dccjobs.gov

It is the policy and practice of the District of Columbia Courts to hire and promote employees based on qualifications and merit only, without regard to race, color, religion, sex, age, disabilities, national origin, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, source of income, or place of residence or business.